CONDUCT COURSE CONTENT REVIEW BOARD
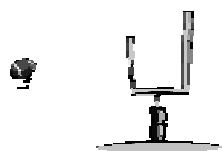
Conduct Course Content Review Board

Introduction

During the next hour we will be talking about the revision mechanism within the formal schools called the Course Content Review Board (CCRB). To do this, we will discuss the requirements for a CCRB, how to prepare for a CCRB, the facilitation of agenda items, the completion of the Record of Proceedings, and the submission of the Record of Proceedings.

Importance

When everyone enters the CCRB, they have their own agenda or focus. As the CCRB progresses, the group has to come together as one group to accomplish the set objective. By the end of this lesson you will be comfortable with your ability to facilitate or attend a CCRB.

Learning Objectives

<u>TERMINAL LEARNING OBJECTIVE:</u> With the aid of references and in a formal school environment, conduct a Course Content Review Board (CCRB) per the SAT guide and MCO 1553.2.

<u>ENABLING LEARNING OBJECTIVES:</u>

Given a requirement to conduct Course Content Review Board, determine the requirements of a CCRB per the SAT and MCO 1553.2.

Give a requirement to revise a course, prepare for a CCRB per the SAT.

Given the requirement to chair a Course Content Review Board:

❖ Facilitate discussion of agenda items per the SAT.
❖ Manage the completion of the record of proceedings per the SAT.
❖ Submit a Record of Proceedings per the SAT.

In this Lesson

This lesson discusses the follow topics:

CCRB Requirements

Mandate

MCO 1553.2 mandates that Functional Learning Centers convene a CCRB as necessary, to keep courses current with the needs of the Marine Corps. It is recommended however, that CCRB's be convened annually to ensure the efficiency and effectiveness of an instructional program.

Examples
☑ When doctrine is updated or new requirements surface.
☑ If evaluation results reveal a need to revise some facet of an instructional program, then a CCRB would be held.

CCRB Function

A CCRB functions to record information and make recommendations to improve the effectiveness and efficiency of an instructional program. This is accomplished by:

- ↳ Observing or participating in an instructional program.
- ↳ Reviewing course evaluation data.
- ↳ Recommending revisions to an instructional program.
- ↳ Recording detailed results in a Record of Proceedings (ROP).

The ROP must provide justification and recommended courses of action for implementing any revisions to the instructional program. All recommended lesson and/or course revisions must be reflected in the ROP. CCRB's include, but are not limited to:
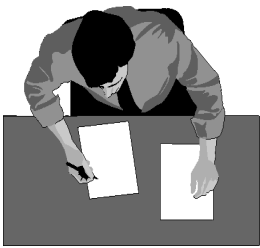
◉ **Review of formative and summative evaluation data.**
◉ **Review of higher headquarters policy change or direction, which affects a course of instruction.**
◉ **Review of recommended lesson/course modifications to instructional materials.**
◉ **Review of lesson additions/deletions to instructional materials.**
◉ **Review of appropriate doctrinal publications, Individual Training Standards (ITS), and/or task list.**
◉ **Review of recommended changes to ITS's and/or task list.**

CCRB Requirements (cont)

CCRB Uses

Changes pertaining to instructional time, resources, or the ITS's that form the basis for the course, may be identified by a CCRB. These changes fall outside of revisions made to course content and are handled by MCCDC (C461) representatives. A CCRB's ROP can be used to effect changes in an instructional program that the Functional Learning Center cannot perform or is not authorized to perform.

Tasks	Description
Revise ITS/Task List	A CCRB is the ideal means to record recommended changes to ITS's and task lists and present these findings to MCCDC (C 461).
Revising Instructional Setting	A CCRB is the means for recommending revisions to instructional settings of ITS's. If a school does not have the resources to teach an ITS task that is designated as "S," taught to standard in the formal school, the school can submit a recommendation to change the instructional setting to "P" so that preliminary instruction is taught in the school with the task being taught to standard to follow-on managed on-the-job training (MOJT).
Revising Instructional Time/Resources	A CCRB is also the means to record and present recommended changes to training time, personnel, and/or resources. All recommended changes must be submitted to MCCDC (C 461) with justification. MCCDC (C 461) will review and staff the changes, and provide the formal school/training center with guidance.

CCRB Preparation

The formal school/training center is responsible for:

Responsibility

- ⊢ Scheduling the time, date, and location for the CCRB.

- ⊢ Providing guidance to members in advance of the CCRB so they will be prepared to discuss agenda items. This guidance includes the agenda, the collected evaluation data, and any directions from higher headquarters. The CCRB agenda is based on a review of evaluation data and focuses on identified or perceived instructional deficiencies.

- ⊢ Assigning a recorder to record the CCRB minutes (ROP).

- ⊢ Assigning a facilitator to manage and guide the CCRB.

An assigned member should attend the CCRB prepared to discuss agenda items. To **prepare** for a CCRB, the member must:

**Assigned CCRB Members**

- ➲ Study all collected evaluation data and directions from higher headquarters that are related to the agenda items.

- ➲ Be prepared to discuss recommended changes to instructional materials. If revisions are necessary, determine the specific changes and discuss how they should be made and how they will affect the instructional program. Recommendations must be specific and comprehensive and they must detail how changes should be implemented to best meet instructional needs.

CCRB Preparation (cont)

Members / Personnel
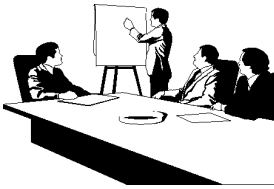
A CCRB can be convened informally with representation from just two instructors. Ideally, a CCRB will consist of:

- A formal committee with representation from instructors.
- Subject matter experts (SME).
- School supervisors.
- Occupational Field (OccFld) representations.
- Marine Corps Combat Development Command [MCCDC (C 461)] representatives.

As long as the members/personnel involved are knowledgeable of the instructional program/POI, and how it is being implemented, size and representation does not matter. Regardless of CCRB composition, all CCRB proceedings and findings are formally recorded.

Appointment

- CCRB members/personnel are appointed by the director of the formal training center or as directed by Standing Operating Procedures (SOP).

- Potential members/personnel may be contacted either by phone or correspondence.

- It is recommended that a CCRB have representatives from each phase of the instructional program such as SME's, curriculum developers, and instructors.

- Should major changes to the instructional program (e.g., resources, ITS's) be foreseen, it is recommended that a MCCDC (C461) representative be requested to attend the CCRB.

Facilitate Discussion of Agenda Items

Facilitator

This is the individual who controls the meeting, ensures that all agenda items are discussed, and if any recommendations, they are recorded.

The facilitator will establish guidelines or parameters for making decisions.
- ☑ This may include the number of sources and type of evaluation information that will be reviewed and analyzed.
- ☑ This may also include the order/priority of agenda items and any imposed time constraints of the proceedings.

Additionally, the facilitator should encourage and promote participation by all CCRB members.

Contributions from all CCRB members should be treated as reasonable and should be discussed.

Specific Recommendations to each agenda item must be made.
- ☑ It is not necessary for all CCRB members to agree on a decision or an approach, but all recommendations must be reached by consensus.
- ☑ This is accomplished by weighing all information from all sources, dismissing unnecessary information, further analyzing points for clarification, and assimilating information into a solid recommendation.

Recommendations should be detailed, they must provide justification, and they should include methods for implementing revisions to the instructional program. Recommendations for each agenda item should be reviewed and summarized by the facilitator.

All CCRB members must understand recommendations and a consensus must be reached before the next agenda item is addressed.

Recorder

- ▣ Under the guidance of the facilitator, the recorder should record all recommendations in a legible manner.

- ▣ The ROP must clearly state CCRB findings and recommended courses of action in a detailed, but concise format established by the facilitator or the formal school/training center.

Record of Proceedings

Evaluation results and recommended revisions are reported through the publication of a ROP from a CCRB. The ROP is directly linked to the intended purpose of the evaluation:

Evaluations

Evaluation	Description
Formative	If the evaluation is formative, its overall purpose is to revise and improve the instructional materials being developed. The ROP should inform the instructional staff regarding revisions to the instruction to make it as effective as possible.
Summative	If the role of the evaluation is summative, the ROP should provide information and judgments about the effectiveness of an instructional program including: ☑ Whether individual lessons or a component of a course need to be changed. ☑ Whether changes to the course are required to ensure effectiveness and efficiency. ☑ Whether changes in resource allocations are needed. ☑ (4) Historical documentation, which records formal school/training center evaluations.

Record of Proceedings (cont)

Format

There is not a required format for a ROP, but it must contain justification for any recommended revisions to instruction. The CCRB may make recommendations on revising instruction where appropriate. No changes may be made to the instruction unless supported by evaluation data or direction from higher headquarters.

Members / Personnel Review

The ROP must be checked and approved by CCRB members/personnel to ensure that specific recommendations have been made for each issue encountered in the instructional program. This review also ensures that each recommendation is documented with solid justification.

Members / Personnel Concurrence

Specific decisions and recommendations to each agenda item must be made. It is not necessary for all CCRB members/personnel to agree on a decision or an approach, but all recommendations must be reached by consensus. This is accomplished by:

- ☺ Weighing all information from all sources.
- ☺ Dismissing unnecessary information.
- ☺ Further analyzing points for clarification.
- ☺ Assimilating information into a solid recommendation.

A consensus must be reached before the next agenda item is addressed.

Justified

- 👍 Recommendations should be detailed.
- 👍 They must provide justification.
- 👍 They should include methods for implementing revisions to the instructional program/POI.

Submitting the Record of Proceedings

Routing

> Submit the final ROP to the CO/Director of the formal school/training center for approval.

> ROPs will be filed at the school.

> If the formal school/learning center is requesting changes to ITSs, resource requirements, or time changes, the ROP should be submitted to MCCDC (C461) with justification and supporting documentation.

References

SAT Users Guide

MCO 1553.2

Notes